



# SCHOOL TRIPS & VISITS POLICY

*Kerry Pollard*

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**Signed – Governor**

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**Print Name**

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## **GUIDING PRINCIPLES FOR SCHOOL TRIPS**

### **1. BEFORE THE TRIP CONSIDER:**

- Discuss your proposal well in advance of the trip with Senior Leadership Team.
- Is the trip being offered to all? Within an age range? (Consider Equal opportunities)
- Letter issued to all pupils with a detailed cost and an itinerary indicating free time and supervised activities.
- Fill in the appropriate trip forms from trip co-ordinator
- Complete the OV forms using the web-based EVOLVE system (see Amanda Clewlow for guidance)
- Risk assessments completed (see trip co-ordinator for guidance)
- Make sure that it is on the calendar so that all staff know about it
- Put a list of the names of the pupils involved on the staff notice board and let kitchen staff know.
- Consider using the 'declaration' form (see trip co-ordinator)
- Ensure Medical consent forms are completed and make a note of dietary requirements which must be passed on to tour companies/hotels etc.
- Complete EHICs (if applicable) – all pupils must have these for European trips
- For residential trips there should be a meeting for parents/carers to give further detail and enlist support for the way in which the trip will be conducted. Establish clear expectations for pupils' conduct on the trip (Batchwood Code of Conduct)
- Set up a phone tree. Ensure parents/carers know time of return
- Senior staff contact established and given full list of pupils' contact details
- First aid kits and 'sick buckets' arranged (see Amanda Clewlow)

### **2. PRIOR TO / ON DEPARTURE:**

- Ensure all staff on the trip (and at school) have registers of pupils in their party/on their bus/coach/train/plane
- Make sure you know of any likely health problems for the pupils and staff in your group and if any medication is required
- Ensure staff on trip and at school know all of the arrangements for the trip
- All staff should be aware of the risk assessments
- On some trips you may wish to get pupils involved in producing the risk assessment especially Duke of Edinburgh trips and residential trips abroad.

### **3. ON BUS / TRANSPORT:**

- Give clear instructions re the fastening of seat belts and conduct on the coach (sitting down at all times, no chewing gum, etc)
- No distracting the driver
- Road safety (particularly on trips abroad)
- Count pupils on and off the transport
- Setting pupils tasks to do when travelling keeps them busy and helps with behaviour

### **4. AT THE HOTEL:**

- For residential trips ring school contact to confirm arrival
- Establish a routine where the party leader speaks to the whole group regularly (where possible, usually after meals). This must be made central and common practice on Batchwood trips and all other staff need to stand up and support this to ensure all pupils listen
- On the first day EITHER ensure a fire drill takes place OR that clear instructions are given for emergency evacuation

- Be as visible as you can; establish a routine for staff; try to occupy the same public area in the evenings where a member of staff can easily be found
- Do not allow pupils off the premises without an adult or without permission
- During free time, ensure a member of staff is “on duty” in a known place
- Ensure that pupils know which are your rooms so that you can be found if necessary during the night
- You may need to give pupils a staff mobile phone number during the trip. (At the end of the trip pupils are required to delete the staff number from their mobile phone memory). Where possible issue the school trip mobile phone number to pupils for use during the school trip.
- Give pupils the phone number of the hotel(s)

#### **5. REGULAR MEETINGS TO INCLUDE:**

- Establishing curfew times where pupils have to be in own rooms
- Reiterating code of conduct and any special safety instructions
- Giving clear instructions for forthcoming activities
- Ensuring pupils are aware of where to find a member of staff at all times, particularly during “free time” (if appropriate)

#### **6. OUT & ABOUT:**

- Where possible, use microphone on coaches to give clear instructions re meeting times and places
- Make sure pupils are listening – they must remove headphones from ipods, etc
- Give clear limits and boundaries for activities
- Ensure that pupils enjoy free time in groups of not less than 3
- Use mobile phones as a means of communication
- Be clear about how to contact/find staff during these times, or where this is not possible, establish regular meeting points or limited free time

#### **7. IN CASE OF ACCIDENT / DIFFICULTY:**

- Ensure any pupil is given medical attention in case of accident or injury
- Parents/carers must be contacted (by you or your Senior Leadership Team contact)
- Telephone your senior staff contact for advice
- Ensure normal supervision rules apply to other pupils during these times
- Write a report. If necessary, obtain statements from pupils.
- If a very serious injury or fatality occurs, follow the Herts CC guidelines (see Amanda Clewlow for Emergency Card)
- Carry emergency cards

#### **8. GENERAL**

- Don’t allow pupils near/in water or other hazards without a member of staff present and without a qualified life saver/lifeguard in attendance
- As a general principle, don’t allow longer than 2 hours free time in any one go

#### **9. AFTER THE TRIP:**

- Make a short report to a member of the Senior Leadership Team
- Review your risk assessment

For further information regarding school trips, refer to:

<http://www.hertsdirect.org/services/edlearn/schlife/outside/offsitevisits/>

<http://www.hertsdirect.org/docs/pdf/p/manlotc2012.pdf>

<https://evolve.edufocus.co.uk/evco6/docs.asp>

**ALL PARTY LEADERS MUST HAVE READ AND BE FAMILIAR WITH THIS DOCUMENT.**

## **GUIDING PRINCIPLES FOR AWAY FIXTURES**

**Staff responsible for taking groups away to fixtures should:**

- a) Have an appropriate level of group discipline and control in order to manage the group safely;
- b) Ensure that at least one teacher is present to take overall responsibility;
- c) Be satisfied with the competence of any coaches or volunteers who are in a support role;
- d) Be aware of all pupils' medical issues.

### **1. VALUABLES:**

Most pupils have lockers on site here at Batchwood, so our advice is for pupils to leave any items of value in the lockers rather than travel with them to away fixtures. This is particularly important as currently, the majority of schools we play fixtures against prefer our teams to arrive changed and ready to play rather than use their changing rooms. Even in cases where we do use changing rooms at other schools, we are unable to guarantee how secure the facilities are, and would therefore prefer pupils to leave items locked away at Batchwood where we know they are secure. Of course, it must be remembered (as the school buildings are sometimes closed when pupils return from away fixtures) that items left in lockers would not be retrievable until the following morning.

### **2. THE TEACHER IN CHARGE SHOULD ENSURE THAT:**

- a) One member of the Senior Leadership Team is aware of all sporting events taking place off-site (via a fixture list).
- b) A register of pupils names and emergency contact details is taken to every away fixture with a copy left with Admin.
- c) Staff should have laptops with them or other devices to enable them to access contact numbers, medical information and any other emergency details.
- d) Parents/carers/carers are fully informed. Pupils will have responsibility for notifying parents/carers/carers of these events at least 24 hours before they take place.
- e) Staff should ensure information relating to venues and times of departure and arrival are given to Pupils via normal team practices or via notices.
- f) Any alterations, delays, postponements or cancellations which may occur must be notified to pupils/ parents/carers/carers at the earliest opportunity.
- g) Pupils are managed effectively according to the school's code of behaviour.
- h) Pupils are directly supervised at all times, including time spent in the changing rooms.
- i) Any supporters, including parents/carers/carers, adhere to a clear code of behaviour.
- j) The host school should be responsible for the risk assessment on the school site but it is reasonable for the Batchwood teacher in charge to raise any health and safety issues with the host school if they have any concerns regarding facilities, equipment or level of care. If there are any outstanding issues then the teacher in charge should not proceed with the fixture.
- k) A first aid kit is carried at all times and is adequately resourced.

### 3. TRANSPORT

- All staff must have a mini-bus driving test before driving a school minibus
- If pupils are allowed to go home by car after a fixture then this is only with their parents/carers/carers
- Staffing must be sufficient to cope with any circumstances which might reasonably be foreseen, including emergencies caused by illness or injury
- When accompanying pupils in them mini-bus **one** member of staff is adequate for local schools (Hertfordshire). **Two** members of staff will be required for all other fixtures
- When returning from away fixtures the mini-buses will go straight back to Batchwood School
- In winter (dark evenings) younger pupils (Years 7 – 9) should always be supervised by staff until they are picked up by parents/carers after a fixture
- In bad weather, pupils must be allowed to stay under shelter until parents/carers/carers arrive.
  
- Older pupils (Year 10 – 11) can walk home after a fixture if parents/carers/carers have approved this. Approval can be obtained from the start of Year 10
- Only in the instance where parents/carers/carers have provided a member staff with **written permission** will the pupil be allowed to walk home from an ‘away’ venue or be potentially dropped off at another place. This permission can also be obtained at the start of the school year

### 4. IN THE EVENT OF AN EMERGENCY SITUATION

The teacher in charge should ensure that:

1. A mobile phone is accessible for emergency situations
2. Another member of Senior Leadership Team is available as an immediate point of contact
3. Accidents of a serious nature **must** be reported to the emergency services and parents/carers/carers at the earliest opportunity. Staff should remain with the pupils concerned at all times until help arrives.
4. A record of the incident and any action taken must be reported to Senior Leadership Team and entered in the School Accident Book on the next working day.

**ALL EXTRA CURRICULAR LEADERS MUST HAVE READ AND BE FAMILIAR WITH THIS DOCUMENT.**